

ZOO SUPERVISOR*Class Definition*

Under direction, plans, schedules, supervises, trains and evaluates employees engaged in the care of zoo animals and the maintenance of exhibits, grounds, and buildings.

Distinguishing Characteristics

Zoo Supervisor is a first-line supervisory, single-position class assigned to the City Zoo. Reporting to the Assistant Zoo Manager, the incumbent plans, schedules, supervises, trains and evaluates subordinate employees engaged in the care of animals and the maintenance of exhibits, grounds and buildings. The incumbent is also assigned operational responsibility for the zoo on weekends and during the absence of the Zoo Manager and Assistant Zoo Manager. Work requires the exercise of initiative and independent judgement within policy guidelines. This class is distinguished from Assistant Zoo Manager in that the incumbent of the latter is responsible for long range planning and the day-to-day administration and operations of the zoo. It is distinguished from Senior Zoo Keeper in that the latter is the advanced working/lead level class in the Zoo Keeper series in which incumbents are responsible for one or more zoo exhibits. This class is distinguished from Curator of Reptiles and Curator of Education in that incumbents of the latter two classes perform specialized work relating to reptiles and wildlife education.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, schedules, supervises, trains and evaluates employees and volunteers engaged in the care and handling of animals and the maintenance of exhibits, grounds, and buildings.

Assists in the development and evaluation of the training program for the animal care and grounds/maintenance staff; implements the program.

Trains new keepers in the proper techniques of food preparation and feeding and care and handling of zoo animals; trains new maintenance employees in the proper methods for care of grounds and buildings.

Studies, evaluates, and recommends improvements in work procedures and methods.

Carries out instructions of the Assistant Zoo Manager for transfer and capture of animals.

Inspects zoo grounds and landscape areas for plant health and irrigation needs.

Monitors and inspects the health, feeding schedule and sanitary condition of the animals and their areas.

Examines structures, enclosures, equipment and public areas for needed repairs; supervises repairs and construction.

Assists the public by answering questions on zoo displays and operations.

Keeps appropriate records; prepares reports; maintains the division safety program and hazardous chemical program; and maintains equipment and food supply inventories.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of the temperament, characteristics, behavioral and breeding habits, and custodial care of undomesticated animals.

Considerable knowledge of the dietary needs of zoo animals.

Knowledge of the maintenance of zoo grounds, landscaping, exhibits and buildings.

Knowledge of the safe and legal practices for handling, storage and use of hazardous chemicals associated with zoo operations.

Knowledge of dangers and precautions to be taken in transferring and handling potentially dangerous animals.

Knowledge of the principles and practices of effective employee supervision, including selection, training, safety work evaluation and discipline.

Ability to inspect animals and detect illness, injury or any other disorders.

Ability to supervise and evaluate the work of subordinate staff.

Ability to deal tactfully and courteously with the general public.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Skill in caring for and handling undomesticated and potentially dangerous animals.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Zoology, Biology, Wildlife Management, or related field; and three years of paid lead level experience in a zoo caring for zoo animals and maintaining zoo exhibits, grounds, landscaping, and buildings. Additional animal care experience in a zoo may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required.

APPROVED: _____
Director

DATE: _____

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